



Manpower Standard

★ BUSINESS OPERATIONS FLIGHT

★ This Air Force Manpower Standard (AFMS) quantifies the manpower required to accomplish the tasks described in the process oriented description for varying levels of workload. This standard provides the manpower needed to support a Business Operations Flight during peacetime. It does not apply to the Air National Guard or the Air Force Reserve. This standard does not apply to bases where a cost comparison study (OMB Circular A-76) was conducted. Such bases will develop a negative variance to account for processes not performed and a positive variance to account for processes not included in this AFMS. Both a positive and negative mission variance must be developed for all work within the organization that has undergone a cost comparison. This AFMS was developed in accordance with policies and procedures outlined in AFI 34-115, *Air Force Club Program*; AFI 34-116, *Air Force Golf Course Program*; AFI 34-118, *Bowling Program*; AFI 34-121, *Other Recreation Membership Clubs Programs*; and AFMAN 38-208, *Air Force Management Engineering Program (MEP)*. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFCQMI/MQBA, 550 E Street East, Randolph AFB Texas 78150-4451.

★ **NOTE:** Refer to Attachment 1 to identify if this AFMS applies to your location.

★ SUMMARY OF CHANGES

This AFMS supersedes AFMS 45E0, 4 March 1994. It implements format changes to comply with SAF requirements. It also includes a flight name change from Membership Support Flight to the Business Operations Flight, minor administrative changes in the overall layout of the AFMS, and renumbering of all paragraphs. Changes are identified with a star (★).

1. Core Composition. The Business Operations function provides club facilities, bowling, and golf facilities to the wing. This flight is responsible for the following activities:

1.1. Air Force Officer Club Program. Responsible for providing club facilities to all officers assigned to an Air Force base or another Department of Defense base or facility.

1.2. Air Force NCO Club Program. Responsible for providing club facilities to all enlisted assigned to an Air Force base or another Department of Defense base or facility.

1.3. Air Force Consolidated Club Program. Responsible for providing club facility to all officers and enlisted assigned to an Air Force base or another Department of Defense base or facility.

1.4. Air Force Bowling Center Program. Responsible for providing bowling activities that enhance the mental and physical well-being of Air Force people.

1.5. Air Force Golf Program. Responsible for providing golf facilities that enhance the mental and physical well-being of Air Force people.

1.6. Core Manpower Required. 1 (Constant Manpower)

1.7. **Core Range.** NA

1.8. **Programming Factor.** NA

2. Standard Data:

2.1. **Approval Date.** July 1992.

2.2. **Man-hour Data Source.** NA

2.3. **Man-hour Equation.** $Y = 1$ (Constant Manpower)

2.4. **Workload Factor.** NA

2.5. Points of Contact:

2.5.1. **Functional Representative.** Mr. Billy Carter, HQ AFSVA/SVXH, DSN 487-2826.

2.5.2. **AFCQMI Representatives.** Mr. Larry McAllister, AFCQMI/MQBA, DSN 487-5910, ext 3123; and Ms. Audrey Tudyk, AFCQMI/MQBA, DSN 487-5910, ext 3107.

3. Application Instructions:

3.1. **Core (fixed).** Allocate one civilian flight chief, AFSC 34M3, for executive control and supervision. This position may be an officer authorization. However, the offset for the officer billet must be taken from the total number of officer authorizations earned in the Combat Support Flight.

3.2. **Variances.** Determine the manpower requirement for each approved variance in Attachment 4 that applies to the base undergoing application.

3.3. **Total.** Sum the results of paragraphs 3.1 and 3.2 above to determine the total whole manpower requirement and round using current rounding rules. Consult the standard manpower table at Attachment 3 for skill and grade distribution.

4. Statement of Conditions (SOC). This flight is manned by nonappropriated funded (NAF) personnel, except for the flight chief and approved variance positions identified in Attachment 4.

JAMES M. JENKINS, Major, USAF
Chief, Systems Integration and Support Division
Air Force Center for Quality and Management Innovation

Attachments

1. Applicability Matrix
2. Process Oriented Description
3. Standard Manpower Table
4. Variances
5. Process Analysis Summary

★APPLICABILITY MATRIX

APPLICABLE AFMS	45XA	45XB	45XC	45XD	45XE	45XF	45XG	45XH	45XI
Large Bases*	X	X	X	X	X			X	X
Medium Bases**	X			X	X	X		X	X
Small Bases***	X				X		X	X	X

*All bases supporting an assigned military population (Air Force plus other US Services) above 5,000 and bases in PACAF and USAFE with an assigned military population above 1,000 designated as remote and isolated IAW AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*.

**For all CONUS bases with an assigned military population from 1,000 to 5,000 and all overseas bases with an assigned military population up to 5,000 not otherwise designated as large bases.

***For all CONUS bases with an assigned military population below 1,000.

PROCESS ORIENTED DESCRIPTION

BUSINESS OPERATIONS FLIGHT

ADMINISTERS THE BUSINESS OPERATIONS FLIGHT.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Business Operations Flight/45XB			N/A								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Services Officer	34M3	*CIV	1								
* This position may be an officer authorization. However, the offset for the officer billet must be taken from the total number of officer authorizations earned in the Combat Support Flight.											
TOTAL			1								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

VARIANCES

BUSINESS OPERATIONS FLIGHT

A4.1. Title. Positive Environmental Variance for Remote Officer Club Facilities.

A4.1.1. Definition. This variance allows appropriated manpower for isolated bases as per SAF memo, 8 June 1989, Amended Guidance on Appropriated Fund (APF) Support of Morale, Welfare, and Recreation (MWR) Activities (SAF/ACR 7 December 1988 and 13 April 1989 memorandums - ACTION MEMORANDUM).

A4.1.2. Impact:

WORKLOAD FACTOR RANGE

AFSC	GRADE	50-250 OFFICERS	251-500 OFFICERS	OVER 500 OFFICERS
34M3	CIV		1	1
3M091	CIV	1		
3M071	CIV		1	1
3M051	CIV			1
TOTAL		1	2	3

A4.1.3. Applicability. Applies to the following congressionally approved remote/isolated locations with an Officer Club Program:

COMMAND	APPROVED INSTALLATIONS
ACC	Cannon Gila Bend AS Holloman Howard Minot Mountain Home Rockville
AFSPC	Clear Woomera
AMC	Grand Forks
AETC	Laughlin
PACAF	Andersen Eareckson Eielson Galena King Salmon All bases in Japan, Guam, and Korea
USAFE	Buchel Kleine Brogel Memmingen

Norvenich
 Pruem
 Oslo
 Thule
 Volkel
 All bases in Italy, Spain, Turkey, and Greece

A4.1.4. Workload Factor:

A4.1.4.1. **Title.** Authorized Officer Population.

A4.1.4.2. **Definition.** The total number of authorized officers at each remote/isolated installation.

A4.1.4.3. **Source.** The Unit Manpower Document. For AETC, authorized PCS students must be added to the permanent party figure for all bases. For other services, use their authorized strength.

A4.1.5. **Application Instructions.** Determine total number of authorized officer population and apply to Skill and Grade matrix above to determine manpower requirement.

A4.2. Title. Positive Environmental Variance for Remote NCO Club Facilities.

A4.2.1. **Definition.** This variance allows appropriated manpower for isolated bases as per SAF memo, 8 June 1989, Amended Guidance on Appropriated Fund (APF) Support of Morale, Welfare, and Recreation (MWR) Activities (SAF/ACR 7 December 1988 and 13 April 1989 memorandums - ACTION MEMORANDUM).

A4.2.2. **Impact:**

WORKLOAD FACTOR RANGE				
AFSC	GRADE	250-500 ENLISTED	501-1500 ENLISTED	OVER 1500 ENLISTED
3M000	CIV			1
3M091	CIV		1	
3M071	CIV	1		1
3M051	CIV		1	1
TOTAL		1	2	3

A4.2.3. **Applicability.** Applies to the following congressionally approved remote/isolated locations with an NCO Club Program:

COMMAND	APPROVED INSTALLATIONS
ACC	Cannon Gila Bend AS Holloman Howard Minot Mountain Home Rockville
AFSPC	Clear Woomera
AMC	Grand Forks

AETC	Laughlin
PACAF	Andersen Eareckson Eielson Galena King Salmon All bases in Japan, Guam, and Korea
USAFE	Buchel Kleine Brogel Memmingen Norvenich Pruem Oslo Thule Volkel All bases in Italy, Spain, Turkey, and Greece

A4.2.4. Workload Factor:

A4.2.4.1. **Title.** Authorized Enlisted Population.

A4.2.4.2. **Definition.** The total number of authorized enlisted population at each remote/isolated installation.

A4.2.4.3. **Source.** The Unit Manpower Document. For AETC, authorized PCS students must be added to the permanent party figure for all bases. For other services, use their authorized strength.

A4.2.5. **Application Instructions.** Determine total number of authorized enlisted population and apply to Skill and Grade matrix above to determine manpower requirement.

A4.3. Title. Positive Environmental Variance for Remote/Isolated Consolidated Club Facilities.

A4.3.1. **Definition.** This variance allows appropriated manpower for isolated bases as per SAF memo, 8 June 1989, Amended Guidance on Appropriated Fund (APF) Support of Morale, Welfare, and Recreation (MWR) Activities (SAF/ACR 7 December 1988 and 13 April 1989 memorandums - ACTION MEMORANDUM).

A4.3.2. **Impact:**

WORKLOAD FACTOR RANGE

AFSC	GRADE	50-500 TOTAL POP	501-1500 TOTAL POP	OVER 1500 TOTAL POP
3M000	CIV			1
3M091	CIV		1	
3M071	CIV	1		1
3M051	CIV		1	1
TOTAL		1	2	3

A4.3.3. **Applicability.** Applies to the following congressionally approved remote/isolated locations with a Consolidated Club Program:

COMMAND	APPROVED INSTALLATIONS
ACC	Cannon Gila Bend AS Holloman Howard Minot Mountain Home Rockville
AFSPC	Clear Woomera
AMC	Grand Forks
AETC	Laughlin
PACAF	Andersen Eareckson Eielson Galena King Salmon All bases in Japan, Guam, and Korea
USAFE	Buchel Kleine Brogel Memmingen Norvenich Pruem Oslo Thule Volkel All bases in Italy, Spain, Turkey, and Greece

A4.3.4. **Workload Factor:**

A4.3.4.1. **Title.** Authorized Military Population.

A4.3.4.2. **Definition.** The total number of authorized military population at each remote/isolated installation.

A4.3.4.3. **Source.** The Unit Manpower Document. For AETC, authorized PCS students must be added to the permanent party figure for all bases. For other services, use their authorized strength.

A4.3.5. **Application Instructions.** Determine total number of authorized military population and apply to Skill and Grade matrix above to determine manpower requirement.

A4.4. Title. Positive Environmental Variance for Remote Bowling Centers.

A4.4.1. **Definition.** This variance allows appropriated manpower for isolated bases as per SAF memo, 8 June 1989, Amended Guidance on Appropriated Fund (APF) Support of Morale, Welfare, and Recreation (MWR) Activities (SAF/ACR 7 December 1988 and 13 April 1989 memorandums - ACTION MEMORANDUM).

A4.4.2. **Impact.** +2.000 constant manpower requirements. The appropriate AFSC for these requirements would be 3M0X0.

A4.4.3. **Applicability.** Applies to remote/isolated bowling centers with 13 lanes or more.

A4.5. Title. Positive Mission Variance for CONUS and Overseas Bowling Centers.

A4.5.1. **Definition.** This variance allows appropriated manpower for isolated bases as per SAF memo, 8 June 1989, Amended Guidance on Appropriated Fund (APF) Support of Morale, Welfare, and Recreation (MWR) Activities (SAF/ACR 7 December 1988 and 13 April 1989 memorandums - ACTION MEMORANDUM).

A4.5.2. **Impact.**

4-6 lanes	+1.000 constant manpower requirement.
8-12 lanes	+2.000 constant manpower requirement.

The appropriate AFSC for these requirements would be 3M0X0.

A4.5.3. **Applicability.** Applies to all CONUS and overseas bowling centers with 4-12 lanes.

A4.6. Title. Positive Environmental Variance for Remote Golf Facilities.

A4.6.1. **Definition.** This variance allows appropriated manpower for isolated bases as per SAF memo, 8 June 1989, Amended Guidance on Appropriated Fund (APF) Support of Morale, Welfare, and Recreation (MWR) Activities (SAF/ACR 7 December 1988 and 13 April 1989 memorandums - ACTION MEMORANDUM).

A4.6.2. **Impact.** +1.000 constant manpower requirement.

A4.6.3. **Applicability.** Applies to the following congressionally approved remote/isolated locations with a Golf Program:

COMMAND	APPROVED INSTALLATIONS
ACC	Cannon Gila Bend AS Holloman Howard Minot Mountain Home Rockville
AFSPC	Clear Woomera
AMC	Grand Forks
AETC	Laughlin
PACAF	Andersen Eareckson Eielson Galena King Salmon All bases in Japan, Guam, and Korea
USAFE	Buchel

Kleine Brogel

Memmingen

Norvenich

Pruem

Oslo

Thule

Volkel

All bases in Italy, Spain, Turkey, and Greece

PROCESS ANALYSIS SUMMARY**BUSINESS OPERATIONS FLIGHT**

PROCESS TITLE	PROJECTED WORKLOAD	FRACTIONAL MANPOWER
Flight Chief	Services Squadron	1.000
TOTAL FRACTIONAL MANPOWER		1.000